

Phone Number Changes

Business Phone Numbers should NOT be updated through self-service. Agencies need to contact their IT person to have the number updated in Active Directory with the Information Technology Department (ITD). This will also update the information in PeopleSoft.

From your Portal Page, click on the 'Phone Numbers' link, the following screen will appear.

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	701/328-4900		<input checked="" type="checkbox"/>	Delete
Personal Cellular	701/400-8000		<input type="checkbox"/>	Delete
Home	701/223-8000		<input type="checkbox"/>	Delete
Other	701/400-6000		<input type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

On the above screen you may update your current phone numbers by typing over the phone number that is currently listed. If you want to remove a phone number altogether, click on the 'Delete' button. If you want to add a 'Phone Type' click on the 'Add a Phone Number' button and a box will appear, pick from the drop down box which type of phone number is being entered and then add the phone number. One phone number always needs to be selected as 'Preferred'. To change the preferred phone number, click in the box you want as 'Preferred'.

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	701/328-4900		<input checked="" type="checkbox"/>	Delete
<div><div></div><div>Billing</div><div>Campus</div><div>Dormitory</div><div>FAX</div><div>Home</div><div>Mailing</div><div>Main</div><div>Other</div><div>PRT</div><div>Pager</div><div>Permanent</div><div>Personal Cellular</div><div>Work</div><div>Work Cellular</div></div>			<input type="checkbox"/>	Delete

When all information is entered, click on the 'Save' button. After you save you will get a 'Save Confirmation' screen, click on the 'OK' button. This will return you back to the main page.